

Date: April 6, 2022

Time: 10:00 A.M.

Pre-Bid CONFERENCE
MARYLAND DEPARTMENT OF HEALTH
Unarmed Uniformed Guard Services at Rosewood Hospital Center
Solicitation # BPM028779
Minority Business Enterprise (MBE) Goal 15%
Small Business Reserve (SBR)

Good morning!

My name is **Gwendolyn Adams**, and I am sitting in for **Patrice Johnson**, who is the Procurement Officer for this solicitation. We are from the Office of Contract Management, OCMP for short. I am here to help you understand the solicitation process for this procurement and to clarify any questions or concerns Bidders may have regarding the specifications or scope of work, and to inspect the facility prior to submitting bids on eMaryland Marketplace Advantage (eMMA).

Consistent with COMAR 21.05.02.07, changes to specifications or to the scope of work will be published as an Amendment and will supersede the original published document. The pre-bid minutes and the attendance sheet will also be published as a part of this solicitation.

At this time if you have not signed in on the attendance sheet, please sign in. It's very important that everyone sign in so if there is a need to contact you, we will be able to do so more easily. Feel free to leave your business cards with us.

I have in attendance with me:

- Mr. Walter Zerlaut - MDH, Contract Monitor
- Janelle Robinson - MDH, Director, Minority Business Enterprise Program

1. Be assured that everything reviewed today is in the specifications; so, if you miss any portion of the meeting, it should not affect your ability to respond timely and accurately to the IFB.
2. This meeting is to review the solicitation for provision of **Unarmed Uniformed Guard Services at the Rosewood Hospital Center**. The solicitation number for this contract is **BPM028779**. The contract resulting from this solicitation will be for a one-year duration with no renewal options. The anticipated start date is **June 1, 2022**.
3. Bids are due for this solicitation, **by 2:00 P.M. on April 26, 2022**. Bids are accepted on eMarylandMarketplace Advantage only. The Bidder must bid all lines of the solicitation. Bids that are faxed or emailed **will be deemed non-responsive**.
4. Please remember that after this Pre-Bid Conference prospective bidders may have questions answered that may help them understand the IFB, etc. further. Therefore, bidders will have

the opportunity to submit additional questions in writing only. These questions are to be submitted to me no later than **April 11, 2022**. Please send to my attention at: patrice.johnson@maryland.gov. Keep in mind that a response to All questions will be published as an amendment to the solicitation on eMMA. Therefore, please allow sufficient time for this to occur. Carefully review **Subsection 1.9 – Questions and Inquiries**, regarding how to submit questions after this Pre-Bid Conference.

5. The award shall be made to the responsible bidder submitting a responsive bid for providing the service as specified within the IFB.
6. Please print out and read **all** attachments that are posted under this Solicitation on eMMA and review them carefully. Retain all attachments for future reference.
7. Please remember that in order to receive a contract award, a bidder must be registered on eMMA. If you are not registered, please do so as early as possible. For assistance with registration contact go to: <https://procurement.maryland.gov/business-community/> and you may also contact the eMaryland Marketplace Help Desk at emma.helpdesk@maryland.gov
8. **A Guard license is required** for a contract award. Please submit a current license with your bid.
9. It is critical that when you place your bid do so as early as possible and remember to hit the submit/send button. Check to be sure that you have only one bid in the queue to be submitted because multiple or impartial bids are not accepted and will be rejected.
10. Section 1.30. is regarding **Payments by Electronic Funds Transfer**. Carefully review this section and understand that by submitting a response to this solicitation, the Bidder agrees to accept payments by electronic funds transfer (EFT) unless the State Comptroller's Office grants an exemption. Payment by EFT is mandatory for contracts exceeding \$200,000. This section goes into detail on how to register or request an exemption.
11. The Contractor awarded a contract must provide Insurance – Please read section 3.4 in its entirety to understand the limits and General Liability requirements. In addition, please pay special attention to subsection 3.4.5 regarding resulting contractor's coverage for worker's compensation. And, **in the "DESCRIPTION OF OPERATIONS" box, the Certificate of Liability Insurance must include the State of Maryland, Maryland Department of Health**, as an additional insured.
12. Please make sure your taxes are in order with the Comptroller's Office. If you are an out of State Business, please make sure you are registered with the Comptroller's Office. Not being registered with the Comptroller's Office and not having your taxes in order may find you to be a not responsible Bidder and your bid rejected. Please read Section 1.27.
13. In addition, please note that the company name you submit your bid under in eMMA, must match exactly as your company is registered in the State of Maryland with the Office of the Comptroller and Department of Assessments and Taxation (SDAT).

14. If you are an out of State business, you must have a State of Maryland business license and a resident business office in the State of Maryland. Carefully read Section 1.28, which also provide the website and phone number to the SDAT.
15. This is a **Small Business Reserve (SBR)** Procurement for which award will be limited to Certified Small Business Vendors. See Section 1.44 of the IFB for more details. Only businesses that meet the statutory requirements set forth in State Finance and Procurement Article, §§ 14-501 - 14-505, Annotated Code of Maryland, and who are registered with the Department of General Services Small Business Reserve Program are eligible for award of a contract.

Vendors who are also Minority Businesses are encouraged to respond to this solicitation, however, must also be certified.

16. An overall **MBE** Subcontractor participation goal of **15%** of the total contract dollar amount has been established for this procurement.

The MBE Director will present to the bidders the MBE requirements for this solicitation. This is a reminder that Attachment D-1A MBE Utilization and Fair Solicitation Affidavit & MBE Participation Schedule **must be submitted with the Bid.**

A Bidder shall include with its Bid a completed MBE Utilization and Fair Solicitation Affidavit (Attachment D-1A) whereby:

The Bidder acknowledges the certified MBE participation goal and commits to make a good faith effort to achieve the goal and any applicable subgoals, or requests a waiver, and affirms that MBE Subcontractors were treated fairly in the solicitation process; and

A Bidder requesting a waiver should review Attachment D-1B (Waiver Guidance) and D-1C (Good Faith Efforts Documentation to Support Waiver Request) prior to submitting its request.

Failure to submit the D-1A with the bid will deem the bid not responsive.

Review of eMMA Attachments and the Scope of Work

17. The Bidder Minimum Qualifications is listed in Section 2, subsection 2.1. As noted, the bidder must provide proof with its bid that all minimum qualifications have been met. In addition, **Attachment S – Company Profile** is used to verify that the bidder has met the minimum qualifications required for this contract.
18. The Clients the bidder list on **Attachment S – Company Profile** will be contacted for a reference. Only work that can be substantiated may be used for a responsibility determination. The Procurement Officer is not responsible for incorrect or outdated phone numbers or references that fail to respond within three (3) working days. All requirements mentioned must be met in the time limit provided by the Procurement Officer. Unreasonable failure to supply information promptly in connection with a determination of

responsibility is grounds for the rejection of the bid. **The Bidder is required to submit a minimum of three (3) references;** however, it is strongly suggested to list five (5) references when possible.

18. The **Scope of Work - Requirements** are listed in Section 3, subsection 3.2. This is the “meat” of the solicitation that will give you a clear understanding of what the Department expects of the successful bidder in the provision of the services.
19. The Bid Format is listed in Section 4, and each subsection that list **Additional Attachments**. Pay special attention to **the Required Bid Submissions**. Failure to include all required items may void your bid submission.
20. Also included under Section 4.7 – **Documents Required upon Notice of Recommendation for Contract Award**. As noted, this is a list of documents that are only required from the winning bidder. Please keep this in mind when submitting your bid documents.
21. **Attachment A - Contract**– This is the State’s Standard Mandatory Terms and Conditions. They are not to be changed. The contractor recommended for award will be required to sign the agreement prior to being issued a Blanket Purchase Order. Therefore, please read this contract in full. It will be signed for legal sufficiency and returned to the contractor.
22. There is one (1) eMMA Line Item. **You must submit a bid on the one line. Should the Bidder fail to bid the Line in eMMA, the bid will be deemed non-responsive.** To ensure that you have submitted a responsive bid be sure to attach, at minimum, the following documents with your bid:
 - ✓ Mandatory Affidavits
 - *Conflict of Interest*
 - *Mercury Affidavit*
 - *Bid Proposal Affidavit*
 - ✓ *Attachment D-IA MBE Utilization and Fair Solicitation Affidavit & MBE Participation Schedule*
 - ✓ *Company Profile – Attachment S*
 - ✓ *Living Wage Requirement – Attachment F*
 - ✓ *Small Business Affidavit – Attachment P*
 - ✓ *Guard License*

Contract Affidavit (Attachment N) - The bidder will be required to complete, sign, and submit if you are the winning bidder. This form asks for the name of your resident agent. If there is a question of who your Resident agent is, please call the State’s Corporate Charter Division at (410) 767-1330. The office is located at 301 W. Preston Street.

Within ten (10) working days of being notified of its recommendation for award, the bidder must complete and submit the **Contract Affidavit** and the **Standard Contract (Attachment A)**. Please note that the contract shall not become effective until these documents are signed, returned, and reviewed for legal sufficiency.

23. No Bid Notice – Attachment Q – Please help us to make our procurement process more responsive and business friendly by completing the No Bid Notice if you decide to participate in this competition.
24. **Bidders must acknowledge all Amendments** - Not acknowledging Amendments may deem your bid non-responsive.
25. **Reminder:** Please do not hesitate to contact the eMMA Help Desk for assistance as you prepare your bid.
26. **Reminder:** Only information communicated by the MDH Procurement Officer in writing shall be the official position of the Maryland Department of Health. MDH assumes no responsibility for information communicated by any other source.
27. MBE Presentation by Janelle Robinson.
28. Questions and Answer Session:
Now I will take questions regarding the procurement process. The agency representative(s) will address questions regarding the Scope of Work, and the MBE director will address MBE related questions.

Site Visit/Inspection:

Anyone wishing to attend the site visit immediately following this meeting please remain. Please stay together and follow the facilities' manager or your lead while the site inspection is being conducted.

Thank you for attending the pre-bid meeting. I wish each of you the best!